

CITY OF RIVERSIDE

5350

05/31/05

HUMAN RESOURCES DEPARTMENT

Revised

CLASSIFICATION SPECIFICATION

TITLE: FLEET MANAGEMENT TECHNICIAN**DEFINITION**

Under general supervision, to supervise and participate in the performance of specialized auto stores operations; to administer the motor pool rental program; to provide responsible administrative and technical assistance to the fleet management operation; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

REPORTS TO: Assistant Fleet Manager

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant Fleet Manager. Exercises close to general supervision over assigned office and auto stores staff, as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Supervise and participate in the receipt, ordering, stocking, and issuing of supplies and materials.
- Check shipments for condition, shortage, and discrepancies, and prepare reports.
- Check stock items for reorder and prepare reorder requests.
- Assist in maintaining records and in conducting and coordinating reorder inventories and cycle counts.
- Operate forklift, cranes, and other storeroom equipment.
- Assist in inventory audits.
- Follow up on overdue shipments with buyers.
- Respond to questions regarding stock items.
- Oversee fuel management.
- Assist in the supervision, training, and evaluation of subordinates.
- Administer the motor pool rental program.
- Oversee and participate in the registration of vehicles and equipment with the Department of Motor Vehicles (DMV).

QUALIFICATIONS**Knowledge of:**

- Storekeeping and inventory methods and procedures.
- Nomenclature, grades, and classification of a variety of supplies and materials.

- Operation and maintenance of stockroom equipment.
- Principles of supervision, training, and performance evaluation.
- Modern office equipment, personal computers, and software applications.

Ability to:

- Maintain records.
- Perform heavy manual work in lifting and moving stock.
- Operate cranes, forklifts, and other stockroom equipment.
- Operate office equipment, personal computers, and applicable software.
- Supervise, train, and evaluate subordinates.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Three years of experience in storekeeping, inventory work, and fleetmanagement operations.

Experience: Equivalent to the completion of twelfth grade.

MEDICAL CATEGORY: Group 2

NECESSARY SPECIAL REQUIREMENT

Possession of, or ability to obtain, an appropriate, valid Class "A" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Fleet Management Technician

TO: Assistant Fleet Manager